

NC ALLIES Local Program Application - Agreement Process

1. Create your NCID Account
2. Create your NC ALLIES account
3. Create your Program Application either by following either the Create a Program Application User Guide for first time applicants or the Copy Program Application-Agreement User Guide for programs who have previously applied for funding.
4. After successfully creating and submitting your application within NC ALLIES, please print the application and provide the number of copies requested on the local Request for Proposal (RFP) to the Juvenile Crime Prevention Council (JCPC). Be sure you follow any prescreening directions indicated in the RFP or otherwise required by the JCPC. You must deliver the copies of the application to the person indicated on the RFP by the deadline listed in the RFP.
5. The local review process begins at the end of the RFP deadline, and includes the following:
 - a. Your application will be reviewed by the County's local JCPC, either by a committee or by the entire JCPC.
 - b. You may be asked to attend a meeting to either present your application to provide services or attend a question and answer meeting about your application.
 - c. The Division of Juvenile Justice Program Specialist/Area Consultant in your area may also review your application and give feedback.
 - d. Once the review by the JCPC is complete, the JCPC will decide to:
 - i. Accept and fund the application as written,
 - ii. Request changes in either programmatic content or budget in order to consider for funding, OR
 - iii. Decline to fund the application at this time.
 - e. The JCPC will communicate this decision with your agency using the contact information that you provide for the program manager.
 - f. If the JCPC has requested that you make changes, you should make them at this time. The application will be returned within NC ALLIES for edits and resubmission.
 - g. When your application is approved for funding, the JCPC or the Program Specialist/Area Consultant will enter that decision in NC ALLIES. When the JCPC approval is entered, your application becomes a Program Agreement, and is ready for you to print from NC ALLIES. *Note: The footer must say "Program Agreement" when the document is printed from NC ALLIES, or it is unacceptable.*
 - h. Print/Copy 5 sets of the Program Agreement.
 - i. To complete the paper submission of the Agreement, you must thoroughly review the Terms of Agreement detailing the responsibilities of all parties.
 - j. Sign each agreement, and then follow established local JCPC procedures for obtaining the signatures of approval from the JCPC Chairperson and the County Official (either County Finance Officer or Chair of the County Commission). *Note: The original signatures are required on at least 3 of the agreements; the other 2 may be copies of the signed originals.*
 - k. Submit all 5 sets of the program agreements to the Area Office, by May 15, 2012, in order to seek approval by the Division of Juvenile Justice.